

## ANIMAL SERVICES UNIT LEADER

Positioned Assigned To:
You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to coordination of information between the EOC and local veterinarians and animal control personnel.

<b>Immediate</b>	-----	<b>RECEIVE APPOINTMENT</b> Receive appointment from the Public Health Group Supervisor or Medical/Health Branch Director. Obtain packet containing Job Action Sheet and forms.
	-----	<b>I.D. YOURSELF</b> Carry county issued I.D. at all times.
	-----	<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
	-----	<b>OBTAIN BRIEFING</b> Obtain briefing from the Operations Section Chief, EOC Director, Medical Health Director, or the Animal Services Group Supervisor.
	-----	<b>ESTABLISH POST</b> Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
	-----	<b>APPOINT TASK FORCE LEADERS(i.e., sheltering, rescue, transportation, veterinary services)</b> Appoint Task Force Leaders as needed.
	-----	<b>BRIEF TASK FORCE LEADERS</b> Brief all Task Force Leaders on current situation and develop the units initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
Works...).	-----	<b>CONTACT LIAISONS</b> Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).
	-----	Keep government Liaison Officers updated on changes and development of Animal Services related responses to the incident.
	-----	<b>RESOURCES NEEDS</b> Relay resource needs to the Animal Services Group Supervisor, utilizing the proper RIMS forms.
<b>Intermediate</b>	-----	<b>COMMUNICATION LINES</b> Establish communications with other county sites, Task Force Leaders, health department, public works.
	-----	<b>NEEDS ASSESSMENT</b> Obtain situation reports from other Task Force Leaders and assess needs.
	-----	<b>STATUS UPDATE</b> Notify Public Health Group Supervisor of the units operational status, and/or any major damage to facilities.
	-----	<b>STAFFING</b> Request or release employees, if appropriate. Update voice mail with instructions for staff.
	-----	<b>STAFF/SUPPLY TASK FORCE</b> Ensure that each of the Task Force Leaders has adequate staff and supplies.
	-----	<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates with all Task Force Leaders.
	-----	<b>COMMUNICATE UP</b> Brief the Public Health Group Supervisor routinely. Attend Planning Meetings as appropriate.
	-----	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b>Extended</b>	-----	<b>MEET COMMUNITY NEEDS</b> Establish mechanisms to ensure response to high priority issues.
	-----	<b>BEEPER</b>

**Be available by beeper to field personnel if possible.**

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**PUBLIC INFORMATION**

Update Public Health Group Supervisor regarding any public information announcement needs.

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**BRIEFING /UPDATES.**

Designate times for briefing and updates with all field staff..

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**COMMUNICATE UP**

Brief the Public Health Group Supervisor routinely. Attend planning meetings as appropriate.

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**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

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**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Animal Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

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**MEDICAL/HEALTH CRITIQUE**

Participate in critique of activated medical/health disaster response.

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**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.